

Field Mission Support Officer, Level I
Position Description
CSB Approved 9 February 2012

Summary: This is the entry level Field Mission Support Officer (FMSO) position in the Open Source Center (OSC). The Level I FMSO performs basic, routine FMSO duties and responsibilities under the close supervision of the Senior FMSO or Bureau Management. The Level I FMSO is learning to perform a variety of duties related to Finance, Human Resources, Logistics and Contract management.

Duties and Responsibilities:

1. Processes transactions to support financial, accounting, and budget processes.
 - Processes voucher payments for official expenditures using Direct Connect or current State Department software in accordance with OSC and State Department regulations and procedures.
 - Tracks imprest credit card payments on the FTD.
 - Prepares travel orders and processes per diem advances for official travel; computes travel accountings in accordance with OSC regulations using E2 solutions or current State Department software.
2. Obtains products, equipment and services to support OSC work activities.
 - Procures basic products, equipment, or services from outside vendors.
 - Prepares straightforward documentation, i.e. purchase orders for review by higher level FMSO and managers.
 - Provides support to Foreign Publications Procurement; and map procurement programs; with guidance, places orders in line with HQs annual publications list, mails materials to customers, processes payment vouchers.
 - Handles VAT requirements, refunds of VAT, exemption certificates.
3. Processes data to support human resource functions in accordance with local law and prevailing practice, applicable State Department employment policies, and organizational policies and regulations.
 - Prepares records and submits time and attendance data for all bureau LHS staff using WinT&A or current State Department software.
 - Maintains annual leave, sick leave, compensatory time, and overtime records.
 - Prepares and maintains personnel 201 files, including processing personnel actions for hiring, Within Grade increases, promotions, and other employment status changes.
 - Investigates personnel and payroll problems, seeking assistance where necessary, to solve problems in accordance with local, State Department, and organizational policies
4. Administers, processes, and keeps records on independent contractor (IC) and industrial contractor contracts.
 - Maintains records regarding contract status and payments.
 - Monitors usage of contractor funds.

- Processes payments to contractors.
5. Handles administrative duties.
 - Files or stores material to facilitate retrieval.
 - Processes correspondence and incoming mail.
 - Answers telephones, directing calls to others as needed.
 - Operates office machines, such as photocopiers and scanners, fax machines, voice mail systems, and personal computers.
 - Reviews files, records, and other documents to obtain information to respond to requests.
 - Assists with PCS quarters preparations for arriving and departing US Staff officers so that official quarters are turned over in move-in condition as quickly as possible.
 6. Develops relationships with colleagues and customers.
 - Initiates relationships with colleagues in the local work unit to enhance ability to perform job.
 - Maintains positive working relationships with US staff officers and locally employed staff contacts at local embassy or military command.
 7. Develops knowledge and skills through guided and self-initiated development activities.
 - Learns organizational policies and regulations, local laws and prevailing practices, and State Department policies applicable to work unit and specified duties.
 - Attends training to increase professional competency.
 - Participates in on-the-job training and mentoring, seeking to improve own knowledge and skills.
 8. Other duties as assigned within the scope of the occupation.

Knowledge, Skills, Abilities:

Essential

- Demonstrates professional-level proficiency (speaks and comprehends the language with sufficient structural accuracy and vocabulary) in reading and understanding English in addition to other languages pertinent to the region.
- Communicates clearly, both orally and in writing.
- Demonstrates basic mathematics sufficient to compute budget plans and reviews and other financial statistics.
- Uses interpersonal skills and works collaboratively and effectively in a fast-paced, multicultural, dispersed team environment.
- Gathers information and uses critical thinking skills to solve problems.

- Uses and/or learns computer applications (word processing, spreadsheets, databases) and the Internet.
- Performs a wide variety of tasks, changes focus quickly, and adapts work habits/schedule to meet mission requirements.
- Uses time management and organizational skills to complete work requirements in a timely manner.
- Continually updates and acquires new knowledge and skills.

Supervision Given and Received:

Given: The Level I FMSO provides no supervision.

Received: The Level I FMSO is under the general supervision of the Senior FMSO or Bureau Manager and may be under the direct supervision of a more senior FMSO LHS Manager. The Level I FMSO exercises good judgment and performs responsible work in a professional field requiring working knowledge of several HR and Finance areas.

Work Environment:

Work is performed in an office environment, including extensive periods requiring the use of computers to accomplish work objectives.

Minimum Qualification

Prior Work Experience:

Essential

Typically 3 years experience in an administrative environment which included a Finance and/or HR personnel position.

Language Proficiency:

Essential

Fluent knowledge of spoken and written English at Level IV proficiency.